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THE DIRECTOR  
THE EXECUTIVE CONFERENCE

January 2, 1946

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/19/62 BY SP5 a/dg

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered certain suggestions made by Special Agent Leroy B. Skousen in the inspection of the Cleveland Office.

Skousen recommended that the badges presently in possession of Special Agent personnel be recalled and that other badges be issued. He pointed out that the badges presently used are not heavily plated when made; that this does not permit a good polish and it readily tarnishes thereafter; and that the badge does not present the same possibilities for use due to this rather cheap looking appearance.

For the Director's information, the badges presently used by Agent personnel, particularly those who entered on duty during the war period, are of slightly different composition due to war restrictions; however, it is not felt by the Executive Conference that any change should be made in the badge at this time by recalling the large number of badges out at the present time and having new ones made. It is felt that there is a possibility that materials at this time would not be much better than the materials utilized in our badge in the first instance.

Mr. Skousen further suggested that the Bureau give consideration to including a training problem concerning a major case in the Technical and Quarterly Conferences in the Field.

It was pointed out to the Conference by the Training Division that for all practical purposes such a problem is included since a major problem must be considered in each of the Quarterly Conferences.

Nothing further, therefore, need be done in connection with this particular suggestion.

RECORDED  
&  
Respectfully submitted,  
FOR THE CONFERENCE 5  
66-2557-4348

- Mr. Tolson \_\_\_\_\_
- Mr. E. A. Tamm \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Coffey \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Carson \_\_\_\_\_
- Mr. Egan \_\_\_\_\_
- Mr. Gurnea \_\_\_\_\_
- Mr. Hendon \_\_\_\_\_
- Mr. Pennington \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Hendon

Clyde Tolson E. A. Tamm

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THE DIRECTOR  
THE EXECUTIVE CONFERENCE

January 2, 1946

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DATE 8-19-92 BY SP-5/edg

The Executive Conference of December 27, 1945, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Harbo, Morgan, Hendon and Glavin considered the desirability of purchasing International Business Machine's electromatic typewriters.

It was pointed out to the Conference that in a memorandum to Mr. Tamm under date of November 28, 1945, Mr. Coffey points out that the British are using a Proportional Spacing Electromatic Typewriter fitted with Book Type; that such a machine would be obtainable in a few months from the International Business Machine Company; and that these machines would be available at an approximate cost of \$450. There was attached to the memorandum a sample of the work performed on the machine, this sample being attached hereto labeled C.

The Conference was further advised that this matter was gone into by the Administrative Division and it was ascertained that this particular machine has a very light touch, makes an even impression of all letters which tends to give a neater appearance to any correspondence handled on it; that it is a heavy machine and requires three days of instruction in which personnel furnished by the IBM Corporation supplies the necessary instructions; that the particular feature in which the Bureau is interested being the book type print on correspondence requires two operations, first the desired message is typed in the usual manner then the necessary spacing is determined and the item is retyped so that it comes out in the book margin and manner desired. This tends toward duplication on this type of work. Those who witnessed the demonstration concurred that the results of the machine were much neater because of this mechanical operation; and that greater speed could be attained by a typist due to the lighter touch. However, it was felt that in view of the awkwardness of the machine which weighs approximately fifty pounds, it could not be moved easily from place to place and due to the fact that special training is required by the typist and that such machines cost \$450 each, it did not appear to justify the obtaining of such machines by the Bureau in the opinion of those viewing the demonstration.

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The majority of the Conference felt that it would be desirable to purchase such machines. Messrs. Hendon and Glavin were opposed to the securing of such a machine for the purposes above-mentioned.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

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MEMORANDUM FOR THE DIRECTOR

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Glavin pointed out that at the present time a number of electric typewriting machines are being secured in connection with this Bureau's payroll activities since it is the only machine that will make a sufficient number of copies on the one run, and several of this type of machine can be purchased and could be used in emergency purposes for this book type of typing.

Should the Director agree with the majority's recommendation, an appropriate order will be placed for three of these machines for this type of typing only.

*Majority*  
*OK*  
*Di*

Respectfully submitted,  
FOR THE CONFERENCE

✓  
Clyde Tolson

*EAT*  
E. A. Tamm

Attachment

cc - Mr. Glegg  
Mr. Hendon